



Washington, D.C. 20505

20 June 2019

Ms. Emma Best
MuckRock News
DEPT MR 73591
411A Highland Avenue
Somerville, MA 02144

Reference: F-2019-01764

Dear Ms. Best:

On 22 May 2019, the office of the Information and Privacy Coordinator received your 22 May 2019 correspondence requesting records under the Freedom of Information Act. This is a quick acknowledgement to advise you that we received your request. Specifically, your request is for **the following records: documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the Agency's creation or the passage of the Freedom of Information Act, to include the following:**

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership.
2. Documents discussing proposals and procedures.
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office.
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent) director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation.
5. A copy of the Agency's first perfected (successful) FOIA request.
6. Copies of other FOIA requests filed before the FOIA request described above.
7. Processing notes, search slips and response documents regarding the FOIA requests described above.
8. The first set of guidelines, instructions, and/or forms created to control the Agency's processing of FOIA requests.
9. A copy of the Agency's first successful FOIA appeal.
10. Copies of other FOIA appeals received by the Agency before the appeal described above.

11. Processing notes, search slips, and response documents regarding the FOIA appeals described above.
12. The first set of guidelines, instructions, and/or forms created to control the Agency's processing of FOIA appeals.

Your request was assigned the reference number above. Please use this number when corresponding so that we can identify it easily.

Our officers will review and process your request in more detail and will only communicate to you if they should encounter any problems or if they cannot begin the search without additional information or clarification. We will search for CIA-originated records up to and including the date the Agency starts its search.

Sincerely,



Mark Lilly
Information and Privacy Coordinator